



Public Water Systems (PWS) instructions for Tap Water Sampling

Initial 6M1 2014

2014 CHANGES: Please read through all the paperwork as there has been changes to the program that affect your sampling and analysis.

2014 SCHEDULE: Your Public Water System (PWS) is receiving bottles and instructions for sampling in 2014. The list of systems who are scheduled to sample along with the bottle count are listed online at TCEQ Lead and Copper Program at http://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper.

INITIAL SCHEDULES (6M1): YOU MUST SAMPLE during the assigned months of January through June 30 2014.

All samples results must be in the TCEQ State Drinking Water Information System (SDWIS) 10 days after the end of the monitoring period – which is July 10, 2014.

All PWSs shall have their sampling pool updated prior to sampling. Only locations from an approved sampling pool will be accepted for compliance. Send TCEQ Form 20467 with all available sampling locations to the TCEQ prior to sampling this year. Make sure you have correctly identified the Tiers on the form. If you normally sample 10 sites, your sampling pool should consist of 10 normal sites plus 10 backup sites. Your monitoring plan shall be updated concurrently.

SAMPLE COLLECTION AND ANALYSIS: Collect and ship samples as soon as possible upon receipt of the sample bottle kit(s) or early in the monitoring period. Allow time for samples to arrive at the laboratory. **Samples must arrive no later than 14 days after the collection date and time of the oldest sample. If you have questions, please call us at (512) 239-4691.**

- Samples must be analyzed in accordance with EPA methods for drinking water.
- Failure to collect and ship samples within the monitoring period shall constitute a monitoring and/or reporting violation.
- If you need to review your sampling sites from last time you sampled, please go to <http://dww.tceq.state.tx.us/DWW/> and look up Sampling Sites. Lead and Copper sample sites are shown in the Distribution System and start with LCR001, LCR002, etc. If you are a new system and sampling for the first time, you are required to develop a sampling pool prior to sampling.
- Please ensure all samples are collected at inside, regularly used COLD water faucets.
- Please ensure water has sat still in the lines and faucet where you collect your sample for at least 6 HOURS to a recommended maximum of 18 HOURS.
- Please do not sample from faucets with point-of-use or point-of-entry devices including homes with water softeners. If all homes have water softeners, sample as many Tier 1 sites as possible.

BOTTLES: The bottle kit may consist of multiple, reusable boxes/coolers which contain:

- One liter, pre-cleaned, plastic bottles for the required number of sample locations
- PWS Sampling Instructions
- PWS Sample Site Selection Form 20467 (completed before sampling begins and sent to TCEQ – sampling locations must match this form)



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY – PUBLIC DRINKING WATER SECTION
LEAD AND COPPER PROGRAM

- Homeowner Instructions
- PWS Lead Consumer Notification Template
- PWS Blank Tap sample submission form(s) – you will need to make sure your Sample Point ID (LCR #) match your approved sample list or the list you are updating with the Site Selection Form and Materials Survey form.
- **Sample sites will be rejected** if they do not match your sampling pool. Please do not change sites mid-stream of sampling.
- If customers are helping you with the sampling, please mark the back of the Homeowner Instructions with the correct LCR number and sample address. They are required to give you back the label on the back of the Homeowner Instructions filled out correctly along with the filled sample bottle.
- Ensure sampling has been collected properly **per instructions** and completed the information on the labels – Site Location, Collection Date, Time, Last Water Use Date, and Time and sink sampled.
- Place label on bottle and ensure that all LCR numbers match.

PWS _____

LCR _____

Date/Time Collected _____

- **Caution:** Missing or incomplete forms will lead to rejection at the laboratory.
- Place sample bottles in the reusable shipment containers and affix the preprinted return shipping label for shipment to the laboratory.

REPLACEMENT BOTTLES AND SHIPMENTS: The TCEQ provides bottles and shipping only for the **original** sample kit(s) sent to you. If your customer fails to return a bottle to you, call the TCEQ and we can arrange a replacement bottle. **NOTE:** You will be charged for additional bottles used as replacements for lost, rejected, invalidated, or incomplete sample sets and any associated shipping charges.

NOTE: When a PWS is sent bottles and does not monitor correctly OR does not sample at all, the PWS will incur a violation. Consequently, the PWS is responsible for acquiring bottles and sampling on their own in order to Return to Compliance.

CONSUMER NOTIFICATION: After the samples have been analyzed and in accordance with §290.117(j) and (i), PWSs must provide a consumer notice of lead tap water monitoring results to persons served at the sites that are tested within 30 days of learning the results from the laboratory. The TCEQ has provided you a template with required language. You then must certify and mail to TCEQ Lead and Copper Program – sample copies and certification (See Form) by September 30, 2014.

TCEQ CONTACT INFORMATION: For all Lead and Copper Program Questions, please contact the TCEQ at (512) 239-4691. http://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper

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